

Plaques, Memorials and Monuments Policy

Policy Owner:	Open Spaces Team Leader
Date approved:	October 2024
Next review date:	October 2029
Document number:	1632662
Required by legislation:	N/A

1 Introduction

- 1.1 Members of the public and community organisations often make requests to place commemorative features such as plaques, memorials or other monuments on Waikato District Council (Council) land.
- 1.2 These commemorative features can contribute to the development of community values by telling the stories and the history of the Waikato District (District). They can also add cost to the ongoing maintenance of public land, and can cause difficulties when the features are damaged, vandalised or require significant maintenance.

2 Purpose

- 2.1 The purpose of this policy is to:
- a) Support consistent decision-making for the placement of commemorative plaques, memorials and monuments on Council controlled land.
 - b) Ensure that commemorative plaques, memorials and monuments are well-placed, complementary to the surrounding environment, and do not detract from, or cause damage to, the land and cultural values.

3 Application

- 3.1 This policy applies to all plaques, memorials and monuments proposed to be located on Council controlled land, buildings or property in the Waikato District.
- 3.2 This policy does not apply to signage, interpretative panels, display boards, banners, war memorials, or cemeteries.

4 Policy statements

- 4.1 No person shall place a plaque, memorial or monument within a public place without Council approval.

- 4.2 Approved plaques, memorials or monuments placed on Council controlled land will be owned and managed by Council.
- 4.3 Council does not support memorial plaques being placed with trees planted in memoriam. From the adoption of this policy in 2024, Council will maintain a "Memorial Trees Register" to record the planting of any such trees on Council land.
- 4.4 Any plaque, memorial or monument may be removed or relocated at Council's discretion. Reasons for removal may include:
- a) The plaque, memorial or monument can no longer be maintained due to natural degradation.
 - b) The area in which the plaque, memorial or monument is located is to be redeveloped.
 - c) The use of the area has changed significantly, and the plaque, memorial or monument is no longer suitable for the site.
 - d) The structure or support where the plaque, memorial or monument is located is to be removed or permanently altered.
- 4.5 All installations must comply with the design specifications for the relevant category listed in Table 1: Categories & Design Specifications.
- 4.6 All materials used for plaques, memorials and monuments must comply with the New Zealand Standard NZS 4242:2018, Headstone & Cemetery Monuments.
- 4.7 The applicant will be responsible for the full costs of procuring, installing and/or replacing any plaque, memorial or monument.

Request for plaque, monument or memorial

- 4.8 All requests for a plaque, monument or memorial are assessed by the Open Spaces team.
- 4.9 The applicant should discuss with the relevant Community Board or Committee and local iwi, hapuu, and/or marae.
- 4.10 The design of the plaque, memorial or monument must be approved by Council's Open Spaces team before any action is taken and must be consistent with existing infrastructure.
- 4.11 Requests must include the following:
- a) Connection to that community.
 - b) Category – see Table 1: Categories & Design Specifications.
 - c) Suggested township.
 - d) Proposed design of plaque, memorial or monument.
 - e) Proposed content/text.

Table1: Categories & Design Specifications

	Category	Description	Design Specifications
1	Historic Plaque	<p>To provide <u>minor</u> interpretative detail to a nearby building, artwork or historic feature or site (as opposed to the clause 3.2). Not intended for private memorials for individuals or families.</p> <p>New applications for plaques with historical significance will be referred to the relevant local Historical Society, or Heritage New Zealand, for verification.</p>	<ul style="list-style-type: none"> • Brass, bronze or stainless-steel plaque. • Maximum size: 300mm x 200mm (w x h) <p>Small oval brass plaques are commonly used to identify sites or features of historic interest or significance. This style will continue to be used where appropriate.</p>
2	Ornamental Feature, Fountain or Sculptural Memorial	<p>Applications for unique and substantial memorials may be considered at Council's discretion. A written proposal must be made outlining the desired outcome and proposed budget.</p>	<p>To be discussed with Council.</p>
3	Personalised Memorial Plaque on Seat or Bench.	<p>Small, commemorative metal plaques for individuals or groups, to be attached to a park seat or bench.</p> <p>The design of any new seat or bench must be approved by Council.</p>	<ul style="list-style-type: none"> • Small, rectangular brass plate. • Installed on the backrest of the seat or bench. • Maximum size: 150mm x 80mm (w x h).

Location

4.12 Assessment of the suitability of a given location for the type of memorial will include consideration of the following criteria:

- a) the type of use or nature of the site.
- b) any Reserve Management Plan requirements.
- c) relevance to the person, group or event being commemorated.
- d) the relevance of the memorial to the site.

- e) any existing plaques, memorials, artworks, fountains or other objects at the site.
- f) the cultural significance of the proposed site.

4.13 If an assessment indicates the preferred location is unsuitable or not permitted, an alternative location may be recommended to the applicant.

Content

4.14 Proposed text for a plaque, memorial or monument must be approved by Council. Text should follow the guidelines below:

- a) Text should be concise and in language easily understood by the general public. It should avoid the use of jargon and acronyms.
- b) If text is in a language other than English, a verified translation must be provided with the application.

4.15 Text must not contain any of the following:

- a) language that is vulgar, profane, abusive, hateful, sexually explicit, or expresses bigotry, racism, discrimination, or hate.
- b) information that is defamatory, threatening, disparaging, inflammatory, false, unsubstantiated, or violates the privacy or intellectual property rights of any third party.

Consultation

4.16 Consultation will occur with stakeholders including, but not limited to, the relevant Community Boards, Community Committees, iwi, hapuu, and/or marae, in accordance with the requirements of the Local Government Act 2002 and Council's Significance and Engagement Policy.

5 Related Documents/Legislation

- NZS 4242:2018

6 Policy review

This policy shall be reviewed at five yearly intervals, or as otherwise required by the Chief Executive or Open Spaces Team Leader.